**Surety Bond for Regular Employees Teaching & Non-Teaching Staff Only:**

**Please read these instructions and contents of the specimen of surety bond in the following pages before typing it on the Stamp Paper**

**For the Employees, Pursuing for Higher Studies within the Country:**

**Instructions for the employees, pursing higher studies within the Country:**

1. Both the sureties must be Regular or Tenured employees in BS-17 or above of Government College University, Faisalabad. No TTS, Contractual, Deputationist, or Government employee is allowed.
2. The Witnesses must be permanent employees of the University.
3. Signatures of the sureties and the witnesses must be same as appended on their CNICs.
4. The University employees, involved in this surety bond, either as deponent (Scholar), surety / guarantor or witness, shall visit the respective branch (Establishment / Personnel) in person and will append their signature (and stamps) in the presence of dealing official.

**Instructions for the Employees, Pursuing Higher Studies Abroad:**

1. The sureties / guarantors can be employees of the University or private persons from outside the University.
2. However, the surety bond must be registered with the Joint / Sub-Registrar of Faisalabad.

**General Instructions:**

1. The surety bond must be written on Stamp Paper of worth of Rs. 100/- (for each page) and attested by the Magistrate (at least 1st Class).
2. Only typed surety bond will be accepted alongwith attested copies of CNICs of Scholar, two sureties / guarantors, and two witnesses.
3. In case of any confusion, please contact Establishment Branch (for the employees in BPS-17 & above) Or Personnel Branch (for the employees from BPS-16 & below), before finalizing the bond.

|  |
| --- |
| **Page 1 of 2** |

**Surety Bond**

 This Surety Bond is being executed between **Name of employee** S/D/O **Father’s Name** (referred to as “Scholar”), CNIC No. **xxxx-xxxxxxx-x** serving as **designation (BPS-\_\_\_)** in department / office of **name of department** at Government College University, Faisalabad and the Government College University, Faisalabad (hereinafter referred to as “University”), made on this date **date**.

 As, the Scholar, who is currently a resident of **Current Residential / Postal Address,** whose expression shall include **his / her** successors and legal representatives of the first part, has been granted leave / study leave on full pay & allowances, by the Vice Chancellor of the University (hereinafter referred to as Vice Chancellor or Competent Authority, which expression shall include his successors-in-office of the other part) for higher studies i.e. **degree programme** in **subject** at **name of University**.

 Now, therefore, in consideration for the said sanction of leave, the Employee / Scholar agrees and undertakes as follow:

1. **He / she** shall faithfully confine to and abide by the instructions issued with regard to **his / her** leave during the period of **his / her** leave for higher studies as mentioned above.
2. **He / she** has already confirmed **his / her** area of study and the purpose for which the leave has been taken / sanctioned and shall not change it without prior permission of the Competent Authority.
3. Upon the expiry of leave **he / she** shall return to the University and resume **his / her** duties in the department and render **his / her** services for a minimum period of five (5) years, effective from the date of **his / her** return from **his / her** study leave.
4. In the event of the breach of any of the aforesaid terms, the Scholar binds **himself / herself** firmly to pay a sum of Rupees **Five/Three** Million (Rs. **5/3**,000,000/-) as well as the amount of salaries, disbursed to him / her by the University, during the period of study leave / leave for the purpose of higher studies.

 In witness whereof the produces below two sureties who shall be responsible and stand bind by this agreement and guarantee that the Scholar shall perform **his / her** promise and in case **he / she** fails to do so, the sureties shall pay the University the said amount in fulfilment of commitments / default of payment by the Scholar.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (**Surety No. 1) (Scholar) (Surety No. 2)**

|  |
| --- |
| **Page 1 of 2** |

As we, the sureties / guarantors,

**i. Name of Surety No. 1** S/D/O **Father Name**, CNIC No **xxxx-xxxxxxx-x**, Address and Designation (if University employee),

**ii. Name of Surety No. 2** S/D/O **Father Name**, CNIC No **xxxx-xxxxxxx-x**, Address and Designation (if University employee),

the sureties / guarantors affirm that we have read the terms & conditions appended in Page 1 of the Surety Bond and agree to stand bound by the agreement and guarantee for the performance of the promise by **Name of the Employee** (the Scholar) for the payment of the said amount (Rs. **Five/Three** Million). In case of breach of any term by **Name of the Employee** (the Scholar), we are solvent and in a position, to pay Rs. **5/3**,000,000/- (Five/Three Million rupees) to the University.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (**Surety No. 1) (Scholar) (Surety No. 2)**

 **By Name Stamp By Name Stamp By Name Stamp**

**Witnesses:**

Witness No. 1: **Name, Designation, and Department,** Government College University, Faisalabad

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness No. 2: **Name, Designation, and Department,** Government College University, Faisalabad

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_